

CBO-ONE Sponsor Checklist

Sponsors – Complete and provide a copy of the checklist to the CBO-WFM Worklife Onboarding Team and your Supervisor at the end of each checkpoint. You will keep the original for your use until the Onboarding process is complete. Original copy of the completed checklist will be maintained by your Supervisor. Submit a copy of the completed checklist at each checkpoint to CBOWFMonboarding@va.gov. Please direct all Onboarding questions to the CBO-WFM Worklife Onboarding Team.



EMPLOYEE NAME: _____

SPONSOR'S NAME: _____

Prerequisites	Date Completed	Sponsors Initials
Complete required CBO-ONE Sponsor training module in TMS #3867588		
Prior to contacting the new hire read the CBO-ONE Sponsors guide provided by CBO-WFM WL OB team by email.		
Schedule appointment with Supervisor to discuss roles and responsibilities as a Sponsor		
Pre-Board Prior to New Hire's Arrival	Date Completed	Sponsors Initials
<p>Contact new hire 7-10 days prior to EOD to welcome them to the organization and answer any questions they might have about the organization</p> <p>Discuss items such as:</p> <ul style="list-style-type: none"> • Welcome Letter • CBO-ONE website • Report Date/Time • Parking • Building Access • What to do in the event of an emergency or inclement weather on report date. • Appropriate attire – for New Employee Orientation • Lunch Options (i.e. do you have onsite cafeteria, availability of refrigerators/microwaves, etc.) • Official Tour of Duty (usually different than NEO hours) • What to expect the first week (NEO, occupation of office, etc.) 		
Provide your contact information in case the new hire has questions (office phone, email)		
Explain to the new hire how your sponsor relationship will work (i.e. expectations, needs, contact and response time, meeting schedules and locations, etc.)		
NOTE: A copy of the completed checkpoint for this section must be provided to the CBO Onboarding Team NLT 7 business days after new employees EOD.		
During New Employee Orientation (NEO)	Date Completed	Sponsors Initials
If possible, escort the new employee to and from NEO		
If possible, introduce the new employee to their Supervisor upon arrival or during NEO		
Meet and greet: When possible, meet the new employee on their first day and accompany them to lunch. (NOTE: All employees are responsible for providing or paying for their own meals)		
Check-in with the new employee at break time, lunch and at the end of the day to answer any questions they might have		
NOTE: A copy of the completed checkpoint for this section must be provided to the CBO Onboarding Team NLT 7 business days after the employee completes NEO.		

First day in the Office	Date Completed	Sponsors Initials
Be a “tour guide”: <ul style="list-style-type: none"> • Give the new employee a tour of the facility and make introductions • Show the new employee the location of equipment and provide instructions on use of equipment (e.g., copiers, printers, scanners, etc.) • Show the new employee the location of the restrooms, cafeteria, credit unions and other service areas • Introduce them to administrative support staff and explain their roles and procedures, such as ordering, supplies, requesting repair services, arranging travel, etc., as appropriate 		
If possible, accompany the new employee to lunch on their first day		
Assist the new employee with obtaining a building access badge		
Assist the new employee with obtaining a parking pass (if applicable)		
Show the new employee how to set-up/use Outlook, telephone, voicemail, mail groups, email signatures, portal etc.		
Check-in with the new employee frequently throughout the day to answer any questions they might have		
First Week	Date Completed	Sponsors Initials
Provide information: Be an informational resource for the new employee on policies (i.e. dress code, overtime, etc.), procedures, work rules, norms etc.		
Check-in with the new hire daily to discuss how things are going and answer any questions they might have		
If possible, accompany the new employee to lunch and introduce them to other employees		
Continue to familiarize the new employee with how to set-up/use Outlook, telephone, voicemail, mail groups, email signatures, portal etc.		
Continue to familiarize the new employee on the location and use of equipment (e.g., copiers, printers, scanners, etc.)		
Continue to familiarize the new employee on the location of the restrooms, cafeteria, credit unions, and other service areas		
Continue to introduce them to administrative support staff and explain their roles and procedures, such as ordering, supplies, requesting repair services, arranging travel, etc., as appropriate		
NOTE: A copy of the completed checkpoint for this section must be provided to the CBO Onboarding Team NLT 7 business days after the employees first 7 days.		
First 30 Days	Date Completed	Sponsors Initials
Set up regular weekly meetings or lunches to discuss how things are going and answer any questions they might have		
Provide information: Be an informational resource for the new employee on policies (i.e. appropriate dress code), procedures, work rules, norms etc.		
Offer insight and feedback: Provide insight, feedback and information that supports the new employee's sense of belonging in the organization		
NOTE: A copy of the completed checkpoint for this section must be provided to the CBO Onboarding Team within 7 business days after the new employee completes 30 days.		

Monthly throughout First Year	Date Completed	Sponsors Initials
Set up regular meetings or lunches to discuss how things are going and answer any questions they might have		
Meeting Dates (write in date of monthly meeting):		
Month 1 _____ Month 2 _____ Month 3 _____		
Month 4 _____ Month 5 _____ Month 6 _____		
Month 7 _____ Month 8 _____ Month 9 _____		
Month 10 _____ Month 11 _____ Month 12 _____		
Provide information: Be an informational resource for the new employee on policies (i.e. appropriate dress code), procedures, work rules, norms etc.		
Offer insight and feedback: Provide insight, feedback and information that supports the new employee's sense of belonging in the organization		
NOTE: A copy of the completed checkpoint for this section must be provided to the CBO Onboarding Team within 7 business days after your monthly meeting with the new employee.		
REMEMBER: Your role is to		
Provide advice, guidance and encouragement throughout the first year of employment to the new employee		
Keep confidentiality – information shared with you stays between you and the new employee EXCEPTIONS: illegal, dishonest, unethical conduct and unsafe acts to another employee or self must be reported through proper channels		
Be open and honest with communication, especially if feedback is requested		
Help the new employee understand the culture of the Organization and their respective department		
Provide assistance and guidance to successfully integrate the new employee into the organization		
Assist the new employee in building networks and relationships within the organization		
Be a professional and positive role model for the new employee		

I acknowledge that my sponsor has completed the tasks listed on this checklist within the established timelines.

Employee Initials _____ Date _____